



<b>Job Title</b>	<b>Senior GIS Analyst</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>17472</b>

## Job Description – Senior GIS Analyst

### Summary Statement:

The purpose of this position is to support highly complex and difficult work related to the City's Geographic Information Systems (GIS) program within the City and with outside agencies; to serve as technical lead on assigned GIS programs; to ensure adherence to work standards and quality; to research, analyze, and identify end user GIS hardware and software requirements; to analyze, develop, design, test, and implement GIS programs, applications, and spatial databases; to make recommendations for the acquisition of spatial data products and software; and to perform advanced spatial analysis, modeling, and mapping.

**DISTINGUISHING CHARACTERISTICS** This is the advanced journey level class in the GIS Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level possess a specialized functional or technical expertise beyond the journey level and perform the most difficult and responsible types of duties assigned to the series including providing lead supervision over lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

<b>Essential Functions</b>	Note: Regular attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	<p>Performs one or a combination of the following in-depth:</p> <p><b>Spatial-Enablement and Documentation-</b> Serves as technical lead for GIS components that provide spatial enablement for broader IT projects by coordinating with project management office (PMO) and technical leads from other IT disciplines; evaluates and assesses client GIS needs; conducts analysis and identifies solutions specific to the GIS project component; and performs technical GIS work to meet project requirements.</p> <p><b>Database and Software Administration-</b> Performs advanced GIS database administration by developing and implementing methodologies and policies for creation, maintenance, and use of spatial and tabular GIS related data; performs technical SDE operations to maintain data currency and database integrity; maintains knowledge of in-house and regional spatial data resources; and stays abreast of GIS software trends, evolution, and best practices in spatial data administration.</p>



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	GIS Applications Development and Process Automation- Develops complex GIS applications that require expert knowledge of software development platforms and configuration tools. Identifies business needs, defines functional requirements, and prepares reports; prepares labor and/or cost estimates and justifications; prepares detailed procedure documents and trains staff; monitors progress and reports to City business units; and writes scripts that automate GIS processes.
15%	Performs analysis, modeling, and mapping by cultivating proficiency in ESRI core GIS software products and extensions in response to requests from City departments and business units; and performs a variety of spatial operations.
10%	Participates in the planning, development, and maintenance of the City's spatial infrastructure and ensures that the architecture conforms to security requirements of the City and industry best practices.
5%	Evaluates spatial data or software acquisitions by determining business and technical requirements; writes scope of work for request for proposal document; evaluates vendor proposals and participates in vendor selection; performs quality assurance/quality control procedures on delivered data; and prepares delivered data for enterprise use.

### **Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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### **Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in GIS, geography, or a closely related field.

Experience: Five years of full-time technical experience in the uses and operations of GIS, including the entry, editing, and retrieval of geospatial data in GIS databases.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

### **Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

### **Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

### **Fiscal Responsibility:**

This job title has no budgetary responsibility.

### **Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, measuring tools, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, asset management software, GIS software, and GPS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: December 2015